

City of Chattanooga, TN
Personnel Class Specification

Class code 0090

FLSA: Exempt

CLASSIFICATION TITLE: ACCOUNTANT, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform essential accounting and financial functions for the City of Chattanooga. Duties and responsibilities include, but are not limited to, applying general accounting principles and practices to the maintenance of fiscal records; maintaining confidentiality of accounting documents and files; performing automated accounting transactions; and performing other duties as required

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs lead role for assigned division and to accountants within that department; supervises division staff when requested by supervisor to include directing assigned staff, processing employee concerns and problems, assigning work, counseling, and disciplining when required.

Assists with the coordination of computerized accounting and security system; evaluates, approves and makes recommendations for new software as needed; acts as liaison between City representatives and software vendors; communicates system problems to vendor action line; develops and executes resolution of system problems not resolved by vendor; maintains system-level control within software; assists other departments and divisions in the use of systems.

Reviews and approves accuracy of daily reports, monthly ledgers, report requests, journal entries and other documents as required; makes corrections and/or changes or directs divisional accountants to correct.

Maintains responsibility for accounting and financial functions; applies general accepted accounting principles (GAAP) to develop and write procedures and assist management in decision-making practices; maintains compliance with federal, state, and local laws and legislation; complies with Governmental Accounting Standards Board (GASB) rules on accounting practices; justifies and reports any departures from these standards in agency financial statements.

Prepares financial statements, schedules, and other documents necessary to communicate accounting information to designated officials and management; reviews for accuracy; prints reports and distributes as requested.

Computes daily deposits and verifies validity of actual deposits; reports any discrepancies to related departmental official; collects ACH deposits or directs accountants to do so.

Reviews and approves invoice selection register listing checks to be produced in next check run; makes notations to final check register and distributes fund to fund warrants to accountants.

Analyzes budget review of collection reports; checks for accuracy and completeness; makes correcting entries as necessary; returns completed report to requesting party within required time frame.

Reviews, corrects and approves payment documents for assigned group of funds; prepares collection reports to collect monies for assigned funds; communicates adjustments to accountants as necessary.

Designs and creates financial reports, forms, new rule codes in automated system, and other divisional related items as needed; revises as appropriate and instructs staff and other City employees in using these items.

Instructs internal personnel and external individuals in the proper operating procedures for reviewing documents, preparing payment documents, collection reports and other related documents and reports; responds to non-finance questions received regarding preparation of payment and collection documents.

Computes and prepares journal entries relating to collections, liability and revenues; instructs other staff members in proper preparation of entries.

Adjusts outstanding accounts receivable balances and reconciles with accounts payable balance; makes changes and/or corrections to amounts; records entries in financial statements; prepares monthly statement of financial status; answers questions and inquiries regarding entries; assists in the resolution of check run problems.

Prepares fiscal year-end closing journal entries and related financial statements; responds to questions from external auditors regarding records.

Issues and maintains travel advances and requests; ensures that all corresponding documentation is present; figures total amount due; makes changes and corrections as necessary.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes various automated accounting systems, financial statement preparation and analysis, and related areas; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.